

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN EMBASSY, BRAZZAVILLE ANNOUNCEMENT NUMBER 004/2013

OPEN TO: US Citizen Eligible Family Members (AEFMs) only
POSITION: Security Escort, FP-09 (Security Clearance Required)
OPENING DATE: February 07, 2013
CLOSING DATE: Until filled
WORK HOURS: Part Time position (Actual work hours are to be determined)
SALARY: Information on salary may be obtained from the Human Resources Office

NOTE: A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

The U.S. Embassy in Brazzaville is seeking an Eligible Family Member (EFM) for the position of Security Escort, position available in the Facility Maintenance Section. The position is available immediately. This position is available for one year and may not be renewed.

BASIC FUNCTION OF POSITION

The incumbent will serve as security escort for contractors and LE Staff involved in the cleaning, maintenance, repair and remodeling in controlled access areas (CAA) for the duration of their work, watching them at all times to ensure the integrity of the area is maintained.

QUALIFICATIONS REQUIRED

NOTE: A valid Security clearance is required and must be obtained before starting. All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education:

High school diploma is required.

2. Prior work experience:

At least one year of prior U.S. Government, NGO or private sector experience in an office, management or security-related position.

3. Language requirements

Level 3 (Good working knowledge) Speaking/Writing/Reading English ability.

4. Knowledge

Some knowledge of construction/electrical work.

5. Skills and abilities

Basic keyboard skills and computer literacy. Must be observant, flexible and service oriented. Duties include prolonged periods of standing/walking and somewhat physically demanding activities to include climbing, working in cramped spaces and at times working in inclement weather.

SELECTION PROCESS

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employed U.S. citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Successful candidate must be able to obtain the required security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-0174) or
2. A current resume or curriculum vitae that provides the same information as a DS-0174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Management Officer

U.S. Embassy Brazzaville –Boulevard Denis Sassou Nguesso

N°: 70-83 Section D (Face Maternité Blanche Gomez) Baongo, Centre-ville.

E-mail: BrazzavilleHR@state.gov

PHONE: 06-612-2000 / 06-612-2133 / 06-612-2143 /06-612-2109

Website: <http://brazzaville.usembassy.gov/job-opportunities.html>

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The US Mission in Brazzaville provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, or Foreign services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.